



CAPPS Recruit

Onboarding Module Deployment

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Onboarding Module

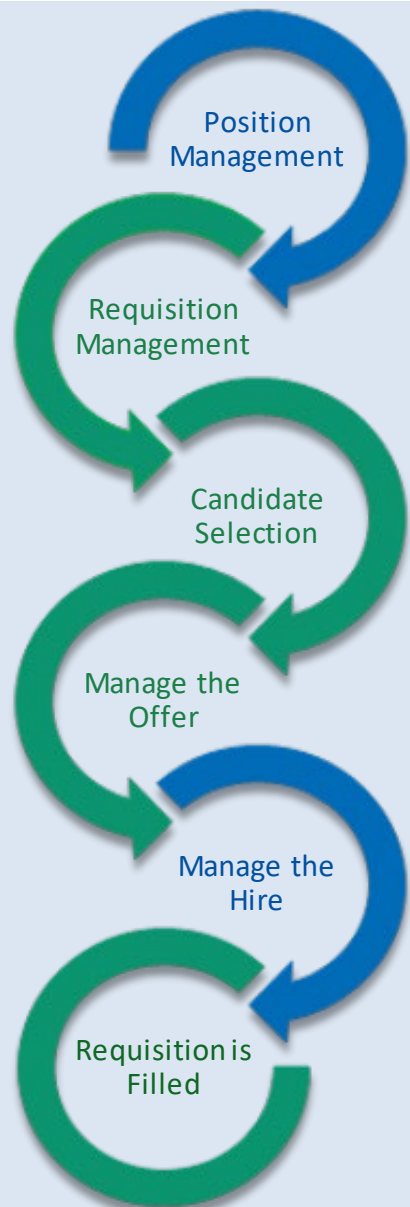
What is the Onboarding (Transitions) Module?

- Optional module available for CAPPS Recruit agencies.
- Manages activities relating to hiring a new employee.
- Initiated after a candidate has accepted an offer.
- Reduces time spent in New Employee Orientation.

Agencies can:

- Have an agency-specific onboarding process or processes.
- Assign tasks to candidates or agency personnel to complete inside or outside of CAPPS Recruit.
- Send email notifications for assigned tasks.

CAPPS Recruit High Level Process Flow with Onboarding (Transitions)



Position Management in CAPPS HR:

- Identify an Opening.
- Submit request to Budget Office for new (or updated) position.
- Enter position in CAPPS HR – Position Management.
- Job Template interface runs to create Requisition Templates in CAPPS Recruit from Position data in CAPPS HR.

Requisition Management in CAPPS Recruit:

- Create Requisition from Req. Templates.
- Add Owners, Locations, Job Description, Qualifications, and Screening Questions, etc.
- Save Req. (Req. ID is assigned).
- Route for Approval and Approve.
- Post Req.

Candidate Selection in CAPPS Recruit:

- Candidates apply for jobs.
- Screen and Interview candidates.
- Conduct Background Checks, etc., and additional information is collected.

Manage this Offer in CAPPS Recruit:

Onboarding New Hire Process

- Offer is Created, Approved, Extended.
- Offer is Accepted and the Start Date captured.
- Post-Offer Checks.
- Step/Status = “Hire” / “To Be Hired” for the New Hire interface to CAPPS HR.
- This is where the optional Onboarding/New Hire Process launches.

Manage the Hire in CAPPS HR:

Onboarding New Hire Process

- The CAPPS Recruit process continues, regardless if Onboarding module is used.
- View/Update Candidate – correct any Invalid records.
- Hire Candidate – the Candidate is hired into the position in CAPPS HR.

Requisition is Filled in CAPPS Recruit:

Onboarding New Hire Process

- Update Candidate Status = “Hired – External” or “Hired – Internal.”
- CAPPS Recruit Application:
 - Updates the Requisition Status = “Filled.”
 - Requisition is unposted (if applicable).
 - Updates the statuses of the remaining Candidates = “Not Selected.”

Onboarding Tasks

Tasks may include:

- Reading and acknowledging a document.
- Completing and electronically signing an online form, including the I-9.
- Taking a course and uploading the completion certificate.
- Email notifications.

Tasks can be assigned to:

- Candidates
- Hiring Managers
- Recruiters
- Non-HR groups
- Other

Onboarding Module Deployment

Deployment will require:

- Average timeframe is 14-16 weeks.
- Participation in sessions:
 - Two weeks of discovery.
 - Two weeks of conference room pilots (CRP).
 - Three weeks of UAT.
- Provide documentation and information about onboarding processes and tasks.

Note: Any documents or content that is linked within tasks must be hosted by the agency outside of firewalls so they can be accessed by the candidates.
- Request module via ASP SR.



Thank you!